Training Guide
For FPM's & UFPM's

Contents

This document is dated April 1, 2004.

1. Pre Assessment Planning

Step 1: Set a Date & Time

The ANG Fitness Program requires an assessment on all ANG members once per calendar year. Choosing a date for the fitness assessment is the responsibility of the Fitness Program Manager ("FPM") who will coordinate the fitness assessment date with other initiatives and activities of each Unit.

Once a date has been determined, the FPM will notify each Unit Fitness Program Manager ("UFPM") so that the UFPM can implement all other facets of the fitness assessment (as described in this training guide).

For consistency and comparison purposes, FPM's along with UFPM's should try to set the fitness assessment date at around the same time each year. As for a preferred time of day for the assessment, it is better to conduct the assessment in the morning before any training or physical activity requirements (which can impact results negatively).

Step 2: Confirm Location

Before notifying your Unit of the location for the fitness assessment, ensure that the intended location is of sufficient size to handle the size of the group being assessed, and also confirm that it is available on the date (and time) required.

Step 3: Notification

Each Unit member should be notified of the following prior to the scheduled assessment date:

* Requirement for a fitness assessment
* Procedure (using the Fitness Assessment Preparation Guide)
* Date
* Time
* Location
* What to wear
* Note to avoid any exercise, consumption of caffeine or use of tobacco for at least 2 hours prior to the assessment.

Those with Squadron Access at angfitness.com (UFPM's and Unit Commanders) may choose to use the "Notice of Next Assessment" tool provided in the Message Center which can be used to notify all members by email and provide suggested wording for this communication. While this communication tool is not to be relied on for meeting notification requirements, it is helpful in reinforcing written and oral notification.

Step 4: Member Pre-Check

At least three (3) months prior to the ANG fitness assessment, it is important that each member review the following and act accordingly. This Member pre-check is provided in the Preparation Guide and in the Preparation Guide channel (in Member Access) at ANGfitness.com. The purpose of this pre-check is to deal with known issues regarding their ability to participate in the assessment in advance. For example, someone with an injured knee would require certain parts or all of the fitness assessment (depending on the severity of the injury).

Do you qualify for the 1.5 mile run?

If you answer "Yes," to any of the statements below, you will perform the step test to measure your cardio fitness and NOT perform the 1.5 mile run.

- I have a family history of heart disease
- I have high blood pressure
- I have cholesterol over 200 (documented within the last 12 months) or I don't know my cholesterol
- I am a male with a waist measurement over 40"
- I am a female with a waist measurement over 35"
- I have not run vigorously for 30 minutes, at least 3 times per week, during the last 3 months

Do you need a medical clearance or waiver?

If you answer "Yes," to any of the questions below, please notify your health care provider or MLO to receive confirmation of potential preclusion from certain elements (or all) of the ANG Fitness Assessment.

- Have you ever been diagnosed with a heart condition?
- Do you have chest pain brought on by physical activity?
- Do you feel light-headed or dizzy when exercising?
- Do you have any bone or joint problem or /injuries?
- Are you taking any prescribed medications that could affect you during exercise (women: excludes birth control)?
- Are you pregnant or nursing (women only)?
- - Are you aware of any reason against exercising without medical supervision?

Step 5: Equipment Pre Check

It is a good idea to ensure that all the equipment required for the fitness assessment (see Equipment Checklist following) is available and access to the equipment will be available the day before the schedule assessment date (to allow for set up the day before if available).

Step 6: UFPM Training by FPM

The FPM is responsible for arranging and conducting training with the UFPM's on how to conduct the fitness assessment. This should be conducted each year prior to the annual fitness assessment so that UFPM's are fully informed and refreshed on procedures and requirements for the fitness assessment.

Step 7: Meet with FAM's

At some point prior to the assessment date, it is a good idea to meet for 30 minutes with those responsible for administering the fitness assessment. This should be organized by the UFPM (as the primary fitness assessment manager) and include the Fitness Assessment Monitors ("FAM's"). It is important they are briefed on the requirements and their responsibilities.

It is the UFPM's responsibility to appoint Fitness Assessment Monitors who are not participating in the fitness assessment with the rest of the group. These individuals should be assessed before the main group is assessed or if time does not allow, after the main group is assessed. The benefit of testing FAM's before the main group is so that they are more familiar with the assessment process.

2. Equipment Checklist

The following items are required to perform the ANG Fitness Assessment.

1. Exercise Steps (2 stacked steps to make 11.25 inch height per station)
2. Exercise Mats (1 per station)
3. Tape Measures (1 per station)
4. Pens (1 per station)
5. Fitness Assessment Questionnaires (2 per station)
6. Clip Boards (optional/if available)
7. CD Playing Sound System (with additional amplification and speakers if required)
8. Fitness Assessment Timers CD (original or downloaded from angfitness.com)
9. Track or course for the completion of the 1.5 mile run (as per requirements on Page 9)
10. Stop Watch (for 1.5 mile run participants)
11. Phone or radio capability (see Page 10, Section 3.7)
12. Water & cups (preparation guide reminds members to bring their own water as well)

Each station is designed to accommodate 2 people (ie. the buddy system).

3. Setting Up

Setting up for the ANG Fitness Assessment is relatively simple. Use the following as a guide to help you set up your fitness assessment location.

3.1 Steps and Mats

The exercise steps and mats should be evenly spaced in an organized fashion so that each testing station can see the UFPM leading the assessment at the front and can hear the timers from the sound system. Spacing required for each station should be 6 ft. wide x 8 ft. long (as shown at right).

For each step to be the required height of 11¼ inches, 2 stacked steps are required per station (ie. one on top of the other).

The mat can be rolled up and placed at the end of the step. The pen, marker and tape measure can be placed on top of the step until the assessment begins at which time they should be placed to the side of the step for easy access.

If you are feeling industrious and wish to make an exercise step, the dimensions are 11.25 inches high (from ground to the top of the step surface) x 15 inches wide x 25 inches long.

3.2 Assessment Questionnaires

Each member requires a Fitness Assessment Questionnaire (as shown).

These are available for printing at angfitness.com (in the FitnessAge Toolbox) to those with Squadron Access (UFPM etc) and Wing Access (FPM etc). These may be printed in color or black & white.

Each member should be given a questionnaire at the weigh-in and height measurement location (which maybe different than the assessment location). Pens should also be available.

There is a different questionnaire for Title 10 – Stat Tour members and this is also available on the web site.

3.3 Sound System Set Up

People stepping up and down on the exercise steps creates significant noise and therefore the sound needs to be loud enough for each person to hear the timers above the sound created by stepping.

Depending on the size of the assessment location and number of members, you have several sound system choices.

For small groups (eg. up to 10 people) we recommend a medium sized Boom Box with CD player. For medium sized groups (eg. up to 50 people), we recommend any CD playing device (including a computer or walkman) plugged into an amplifier with several speakers placed around the room. If there is a PA system in the room, you may also choose to mike a regular boom box so that the sound is channeled through the PA system.

Finally, for very large groups (eg. over 50 people), follow the same approach for medium groups but please ensure that there are enough speakers placed around the room for all members to hear clearly.

Audio Visual Service people (if available) should be able to assist you with your sound requirements.

3.4 Markers

Because pulse measurement is an integral part of the fitness assessment, knowing exactly where to find it on each person makes the pulse measurement much easier. A mark (X) is made on the wrist during the resting pulse section of the assessment. Accordingly, each station requires an erasable marker.
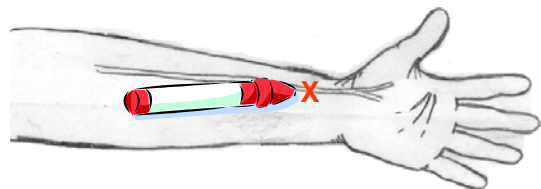
3.5 Temperature & Ventilation

Room temperature can have a significant impact on fitness assessment outcomes because the body needs to expend energy to confront high or low temperatures. Accordingly, please make sure the room temperature is comfortable. In addition, many people in an enclosed area are likely to create additional heat and therefore please ensure the climate control can handle this, or open doors and windows to ensure adequate ventilation.
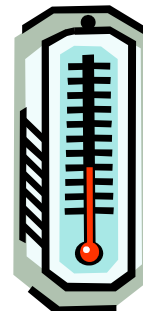
3.6 1.5 Mile Run Course Requirements

a) Establish a standardized course of accurate distance that is as level and even as possible. A large oval track is very suitable if available. If 1 lap is 440 yards, then six (6) laps will fulfill the 1.5 mile distance requirement. Or 6 laps plus 46 feet on a 400-meter track. An indoor track may be utilized during inclement weather, but treadmill testing is not authorized.

b) The course should have limited exposure to traffic, should not have a continuous incline/ decline or rolling hills and slopes exceeding three degrees should be avoided.

c) Clearly mark the start and finish lines (and half-way point for road courses).

d) Consult with Services or if collocated with AD HAWC staff, to determine the maximum number of individuals that should be tested at one time for safety of runners and to obtain accurate score.

e) Trained personnel need to be present to monitor participants (keeping all members in constant view), to count laps if required, and to record run times.

f) The Wing Commander must approve the 1.5-mile run-testing course with input from the FPM and Services.

g) Course Safety/environmental conditions to be evaluated prior to testing to determine if testing can be completed.

Heat:	Wet Bulb Globe Temperature < 85° F
Sun:	UV index < 10 (very high risk)
Cold:	Temperature > 20° F
Wind:	Wind speed < 20 mph
Lightning:	No lightning within 25 miles and wait at least 30 minutes after the last observed lightening.
Rain:	No significant rain (accumulation <.5 inch/hour). If testing on a wet day (rain, mist or heavy dew) the temperature must be > 50°F
Hail:	No hail forecast or reported within 25 miles
Snow:	No snow accumulation on the running surface
Ice:	No ice on running surface that cannot be easily avoided
Water:	No standing water on running surface that cannot be easily avoided
Mud:	No mud on running surface that cannot be easily avoided
Insects:	Insect repellent required if biting insects are prominent
Intersections:	Crossing guards with reflective safety vests/lights, must be positioned at all active intersections.
Visibility:	Visibility must be greater than $^3/4$ mile if crossing or running beside vehicular traffic.
Light:	Reflective belts/vests are required if running near traffic from 1 hour before sunset to 1 hour after sunrise.
Wild animals:	Consider ways to prevent contact with wild animals (rattlesnake, dog, bear, moose) in your area.
Shelter:	Establish a safe shelter procedure if there is any storm threat.

3.7 Assistance

Fitness Assessment Monitors should be placed evenly around the room at the assessment location and along the 1.5 mile course for the run, where they can view members and offer assistance and correct any incorrect techniques occurring during the assessment.

Important! Please ensure you have capability by phone or radio to contact the EMS system in the event of an emergency. You should also have the phone number on hand during the assessment.

4. Conducting the Assessment

4.01 Arrival at Assessment Location

Track 4 of the Fitness Assessment Timers CD contains easy listening music which can be played while waiting for all members of the group to be assembled at the assessment location. This should help members relax and add to the enjoyment of the fitness assessment experience.

4.02 Introducing the Assessment

Once the group is gathered at the assessment location, the UFPM should announce that the assessment is ready to begin and briefly discuss the components of the fitness assessment (ie. body, cardio, flexibility and muscular strength and endurance). Remember, all members will have received the Fitness Assessment Preparation Guide prior to the assessment so should be familiar with the process already. However, before the assessment begins, you should ask if anyone has questions before proceeding.

The UFPM should also confirm that no member has consumed caffeine, smoked or exercised in the prior 2 hours.

4.03 Pre-Test Information

When members arrive at the assessment location, they should complete the following 4 sections of the Assessment Questionnaire, if not already completed:

1. Personal information at the top of the form.

2. Do I qualify for the 1.5 mile run?

3. The Physical Activity Readiness Questions.

4. Health Questions

Members should be advised that their answers to the health questions do not in any way affect their fitness assessment outcome or actions by the ANG.

4.04 Qualifying for the 1.5 Mile Run

Members may participate in the 1.5 mile run only if they qualify in accordance with the questions on the Questionnaire. These questions are posted on the ANGfitness web site for all members to see and are included in the Fitness Assessment Preparation Guide. Accordingly, all members should be well aware of their 1.5 mile run qualification status prior to the assessment.

Those members who do not qualify for the 1.5 mile MUST perform the Step Test to assess their aerobic/cardio fitness.

do I qualify for the 1.5 mile run?

IF ANY OF THESE STATEMENTS ARE TRUE, YOU WILL PERFORM THE STEP TEST TO MEASURE YOUR CARDIO FITNESS AND NOT PERFORM THE 1.5 MILE RUN.

	TRUE
I have a family history of heart disease	☐
I have high blood pressure	☐
I have cholesterol over 200 (documented within the last 12 months) or I don't know my cholesterol	☐
I am a male with a waist measurement over 40"	☐
I am a female with a waist measurement over 35"	☐
I have smoked cigarettes in the last 30 days	☐
I have not run vigorously for 30 minutes, at least 3 times per week, during the last 3 months	☐

4.05 Activity Readiness Questions

These questions are posted on the ANGfitness.com web site and are included in the Fitness Assessment Preparation Guide. Accordingly, all members should have reviewed these questions at least 1 month prior to the assessment date and consulted with their private health care provider or the MLO if required.

However, a members' situation could have changed at any time after they last answered the Activity Readiness Questions and therefore they need to review these questions again on the assessment date to ensure that their answers are still current. This reminder is printed on the form itself.

If any member has a changed answer from No to Yes on ANY of the Activity Readiness Questions, they should be excused from the assessment and asked to report to the MLO for clearance before undertaking the physical activities required by the ANG Fitness Assessment.

The UFPM should reschedule with those individuals either immediately after the main group assessment or at another convenient time for both parties.

physical activity readiness questions

	YES	NO
* Have you ever been diagnosed with a heart condition?	☐	☐
* Do you have chest pain brought on by physical activity?	☐	☐
* Do you feel light-headed or dizzy when exercising?	☐	☐
* Do you have any bone or joint problem or /injuries?	☐	☐
* Are you taking any prescribed medications that could affect you during exercise (women: excludes birth control)?	☐	☐
* Are you pregnant or nursing (women only)?	☐	☐
* Are you aware of any reason against exercising without medical supervision?	☐	☐

If you answered, "Yes" to any question above (marked with an *), please notify the Unit Fitness Program Manager before the assessment begins.
If you completed these questions prior to today, please ensure that your answers are still correct.

4.06 Weight, Height & Abdominal Circumference Measurements

Each member's weight, height and abdominal circumference need to be measured. Because the new ANGI requires this to occur in a private setting, the UFPM should organize this prior to the group assessment, however, no earlier than 1 UTA prior to the assessment date.

If weight scales are available at the main assessment location, then each person can be weighed at the main assessment location while waiting for others to arrive. If the weight scales are in another room or building, then each member needs to be directed to that venue first for a weigh in and height measurement.

All 3 measurements need to be taken in conjunction with other (eg. height, weight and abdominal circumference should be measured on the same day).

Weight

Each members weight needs to be measured on be made on a calibrated scale in the unit and recorded to the nearest pound with the following guidelines.

- Measurement will be taken with member in any uniform or standard physical training uniform or gym clothing. Shoes will not be worn.
- If the weight fraction is less than ½ pound, round down to the nearest pound.
- If the weight fraction is ½ pound or greater, round up to the nearest pound.
- Two pounds will be subtracted for clothing worn during official fitness assessment.
- The UFPM should record the weight and height measured on each members Fitness Assessment Questionnaire.

Weight is not factored in the members ANG Fitness Score.

Height

Measurement will be taken with member in any uniform or standard physical training uniform or gym clothing. Shoes will not be worn.

Member will stand on a flat surface with the head held horizontal looking directly forward, with the line of vision horizontal, and the chin parallel to the floor. The body should be straight, but not rigid, similar to the body position when at attention.

Measurement will be rounded up and recorded to the nearest ½ inch.

Abdominal Circumference

The abdominal circumference will be taken in a private room or in a partitioned area.

Individuals conducting circumferential measurements are of the same gender as the member being taped and are certified by the FPM as an official taper.

A seamstress tape measure will be used for the abdominal circumference.

Member stands looking straight ahead, arms down to sides.

Examiner is of same gender as the member being taped and is positioned at right side of the member.

Measurement is taken on bare skin; examiner feels to locate the upper hipbone and top of the right iliac crest.

A horizontal landmark is located just above the uppermost border of the right iliac crest.

The tape is placed in a horizontal plane around the abdomen at the level of this landmark. Examiner ensures that the plane of the tape is parallel to the floor and that the tape is snug, but does not compress the skin. Measurement is taken at the end of a normal respiration.

Round the measurement down to the nearest ¼ inch.

Take the circumference measure three times and record the measurement to the nearest ¼ inch. If any of the measures differ by more than one inch from the other two, take an additional measurement. Add the three closest measurements, divide by three, and round down to the nearest ¼ inch. Record this value as the abdominal circumference measure.

Note for Body Builders

Any individual who is very muscular (ie. body builders), will not receive an accurate body fat estimate (and therefore an inaccurate FitnessAge). They should be advised to obtain a body fat estimate from the clinic (MLO) or have an existing body fat % (already known) confirmed by the MLO. The MLO or UFPM then needs to contact FitnessAge so that the member's assessment can be updated with their correct body fat %.
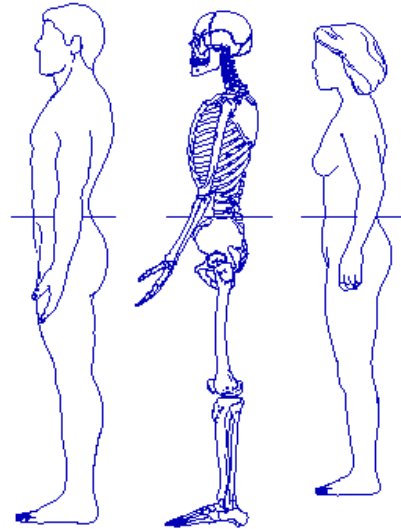
4.07 Resting Pulse

This test is NOT factored in the Fitness Score, CardioAge or FitnessAge, rather is taken as a precautionary test before other more intense physical activities are undertaken.

Instructions

1. To begin this test, the member should be seated (eg. on the step).

2. The member's buddy should then find the location of a strong pulse at the radial artery (wrist) of the member. Once a strong pulse is located, mark that location with an X using the erasable marker.

3. The buddy should spend 10 seconds practicing counting the pulse to become familiar with this process. The UFPM should ask if anyone has difficulty obtaining or counting the pulse. If so, a FAM should replace the buddy and conduct the pulse count on those members for the resting pulse AND the 3 minute step test.

4. The UFPM may choose to use Track 1 on the Fitness Assessment Timers CD or just use a regular watch or stop watch to time this test. To start the test, the pulse should be found (by the buddy) and then the UFPM or FAM should press play on Track 1. Members will hear a 5 second countdown and then the command to "Start" at which point the buddy starts counting every pulse for 15 seconds when the command to "Stop" will be heard.

5. The member or buddy should then enter the number of beats counted (in the 15 seconds) on their Fitness Assessment Questionnaire.

6. This test should be repeated for the other member (ie. the buddy).

7. The UFPM should announce to the group that anyone with a 15 second resting pulse greater than 25 are to report to the clinic and not continue with the remainder of the Fitness Assessment.

4.08 Recovery Pulse (3 min. step test)

1. Demonstrate the test to the group by stepping up and down on the step while explaining that they will be stepping in time with a beat for 3 minutes, after which they will be sitting down and having their pulse counted for a full minute by their buddy.

2. Request the first member (Buddy 1) place themselves behind the step and then step up and down only once. This allows the member to become accustomed to the step height and balance required throughout the test. They should not step anymore than once as this will elevate their heart rate before the test has begun.

3. When the first (or only) group is ready to begin, play Track 2 on the Fitness Assessment Timer CD.

4. You first hear a countdown and then will then hear the command to "step up" at which time the member will step up onto the step and back down in time with the commands and the beat of the metronome.

5. Observe the member at all times during this test to look for signs of fatigue or breathlessness. Advise them to stop and sit down if at any time they feel lightheaded or dizzy.

6. After 3 minutes of stepping, the group will hear the command to "*Stop, sit down and get ready to find the pulse".* The member should immediately sit down and extend their wrist so that their buddy can locate their pulse (using the X marked on the wrist). 5 seconds after sitting down, the group will hear the command to *"Start counting….now".* The buddy will then count every beat for one minute after which the group will hear the command to "*stop*". The pulse is quite rapid for the first 20 seconds so it's important that there is silence during this part of the test to assist with concentration.

7. The member should enter the number of beats counted in one minute (ie. recovery pulse) on their Assessment Questionnaire.

8. Repeat the above for Buddy 2).

cardio

4.09 1.5 Mile Run

Using the course requirements outlined in Section 3, those members that qualify (see Section 1, Step 4) are to complete a timed 1.5 mile run.

Verbal Instructions for the Timed 1.5-Mile Run
The following script is to be read to participating members prior to beginning the 1.5-mile run.

- The 1.5-mile timed run is an aerobic fitness test.

- You will be directed to line up behind the starting line and instructed to begin running as the monitor starts the stopwatch.

- No physical assistance from anyone or anything is permitted, however pacing is permitted if there is no physical contact and is not a hindrance to other runners

- You are required to stay on the course and complete the entire marked course. Leaving the course is disqualifying.

- If at any time you are feeling of poor health, you are to stop running immediately and you will be given assistance.

- Your completion time will be recorded when you cross the finish line.

- At completion of the timed run, you must complete a cool down for approximately five minutes.

- Results of your timed run will be entered into the fitness database.

4.10 Sit & Reach

This test is NOT included in the Fitness Score, however, is am important component of fitness is factored in the FitnessAge calculation.

1. First demonstrate the test by sitting down and showing the correct position and motion.

2. Have the group sit down on the exercise mat with their legs fully extended, shoes off (unless the shoes a light athletic shoes), feet together and pointing straight up.

3. With the knees straight and hands on top of each other, the member needs to slowly reach forward toward their toes. They should exhale as they lean forward from the waist and drop their head between the arms (eg. chin on chest). Once they reach the furthest point, they should hold that position for 2 seconds and then relax. Remind them to reach slowly without jerking or bouncing and without forcing the stretch.

4. Repeat the above 2-3 times to warm up.

5. On the final attempt, the Buddy should measure with the tape measure the distance between the tip of the longest finger (excluding finger nails) and the top of the toes (at the middle of the toe). The measurement needs to be to the nearest half inch. For example, if the measurement is 2 ¾ inches or greater, round up to 3 inches. If the measurement is between 2 ½ and 2 ¾ inches, then round down to 2 ½ inches which is the nearest half inch.

6. Enter the distance reached on the Assessment Questionnaire.

7. Repeat the above for the other member (ie. Buddy 2).

strength
push-ups

4.11 1 Minute Push-up Test

1. Demonstrate the correct method of performing a push up. Both men and women are required to do a standard military push up (as shown).

2. The Start Position is face down with only hands and feet on the floor. At the top of the push up, the arms are fully extended, the back is straight and the head is up.

3. The motion of a push up requires bending the elbows to lower the body until the arms are at right angles (ie. upper arms are parallel to the floor) and the chest is about five inches from the floor, and then pushing back up until the arms are fully extended again. A controlled motion is required. It is important that the body remains in a straight line and does not sag in the middle or have the buttocks raised (as shown at right). Please remind members to breathe normally throughout this assessment.

4. There is 1 minute time period to complete as many push-ups as possible whilst maintaining good form throughout. The member can rest during the test, but only in the up position (ie. With arms fully extended). Incomplete push ups should not be counted. Track 3 on the Timers CD can also be used for this test.

5. The total number of push ups completed in the 1 minute period should be recorded on the Assessment Questionnaire.

6. Repeat the above for the other member (ie. Buddy 2).

strength
sit-ups

4.12 1 Minute Crunch Test

1. Have the member sit down on an exercise mat with their legs bent at right angles and feet flat on the floor. Instruct them to lie down with their head on the mat and to cross their arms across their chest. The Buddy should hold their feet down and is also responsible for counting each crunch.

2. A correct crunch involves raising the upper body fully off the floor, curling the spine on the way up, until the elbows touch the knees or thighs and then return back to the start position with back and shoulders fully flat on the mat.

3. When you are ready to start, press play on Track 3 of the Fitness Assessment Timer CD. There is a 5 second countdown and then the command is given to start and the one minute timer begins.

4. The member needs to perform as many crunches as possible until they hear the command to stop after one minute. If a full crunch is not completed, it should not be counted. The member can rest during this test but only in the up position.

5. Remind the member to breathe throughout this exercise, exhaling as they come up and inhaling as they come down.

6. Instruct the buddy to write down the number of crunches completed on the other buddy's Questionnaire.

7. Repeat the above for the other member (ie. Buddy 2).

5. Entering Assessment Data

5.1 Collect Assessment Questionnaires

At the conclusion of the fitness assessment, each member is required to hand in their completed Fitness Assessment Questionnaire to the UFPM.

5.2 Logon to ANGfitness.com

Using Internet Explorer, go to the ANG Fitness web site at http://angfitness.com. You will be automatically routed to a secure (https://) page. Type in your email address and password, select Squadron Access and then click Go.

5.3 Start FitnessAge Software

After logging in, the first page you will see is the Enter Assessment Data screen. Simply follow the instructions on this page to gain access to the FitnessAge program and enter assessment data.

5.4 Identify the Member

Simply enter in the last name and last four digits of members SSN and click Find Member. Almost all ANG members are in the database and therefore the system will find their record instantly. If they are not already in the database and attached to your Wing, the program will ask you to create a new profile for that person. If they have transferred from another Wing, you should contact FitnessAge customer service to have that members' record transferred to the correct Wing and Unit.

5.5 Enter Assessment Data

Enter the data written on the Assessment Questionnaires. The online form presents each section in the same order as the Fitness Assessment Questionnaire.
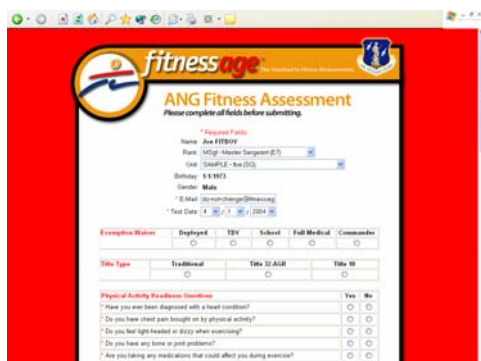
5.6 Exempt Members

You will notice an exemption section near the top of the assessment data entry screen. This is to be selected for those who are not able to perform the assessment due to TDY, School, Medical, Deployed etc. In addition, there are exempt check boxes for those members with medical clearance from just that test (eg. injured knee and therefore can't step).

5.7 Verify Data Entered

After clicking Next on the data entry screen, you will be directed to a Verify Assessment Data screen where the information you entered is displayed. This allows you to double check your entries for accuracy before saving the assessment. In the event that there is an incorrect entry, simply click the Back button to return to the data entry screen.

Note: You will notice that the recovery rate displayed on the Verify Page and on the persons results page is 1 beat higher than the number you enter. This is deliberate. The test requires members to start the recovery pulse count at 0, however, it is more natural to start counting at 1 so we add the extra beat in the software.

5.8 Calculate & Print FitnessAge
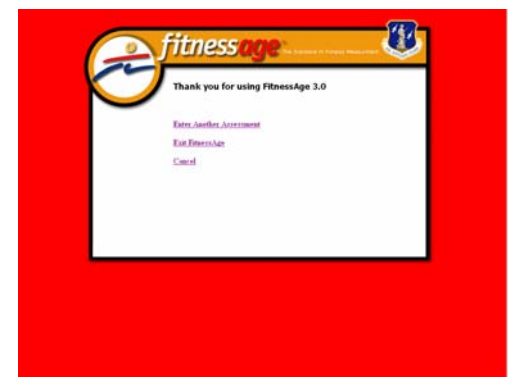
Once you have verified the data entered, click Calculate FitnessAge and the FitnessAge Results page will be displayed. At the top of the screen you will notice a Print button. Click it to launch your computers print controller and then send the page to the printer of your choice. You do not need to print the results in color if a color printer is not available.
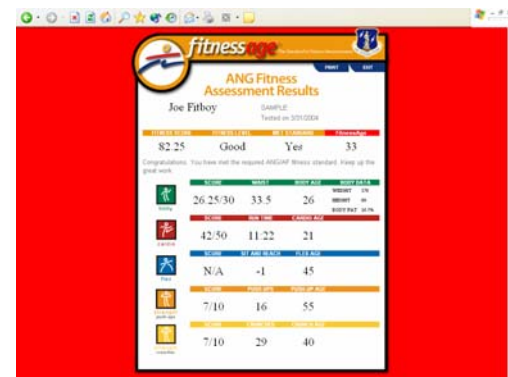
5.9 Enter Next Assessment or Exit

Once you have printed the FitnessAge results for the member, simply click Exit at the top of the page and you will have 3 choices:

1. Enter another Assessment
2. Exit the FitnessAge Program
3. Cancel (and return to the results page)

5.10 Everyone Must be Accounted For

Every person in your Unit must be accounted for in the fitness assessment system, even if they were not present or have medical clearance for not completing the fitness assessment. The Fitness Assessment program is prepared for this and if the member is TDY, at school, deployed or medically exempt, you can make that selection and will then be asked to enter an expiry date for that exemption.

Once that exemption expiry has passed, that member will then be required to undertake the fitness assessment

Accordingly, it is a good idea to compile a list of absent members before the assessment is conducted so that their information can be entered while entering the other assessment results.

6. Distribution of Results

6.1 Hand Delivery of Results

In accordance with the ANGI 10-248, it is the responsibility of the UFPM to print and deliver to each test member a copy of their FitnessAge results.

6.2 Automatic Email Delivery of Results

The FitnessAge program automatically emails each member with a link to their results online if an email address is provided by the member. The email reads as follows:

Dear [first name]

Congratulations on completing your ANG fitness assessment.

Your FitnessAge results are now available for you to view online by simply clicking the link below or copying and pasting the link into your browser.

http://angfitness.com/[personal link info here]

Your Unit Fitness Program Manager will also deliver a printed copy of your results and answer any questions you might have.

We hope you enjoyed participating in the ANG fitness assessment and we look forward to helping you achieve and maintain better health and fitness for a more active and fulfilling life.

Regards

The ANG Fitness Squad
angfitness.com

PS. If you experience any trouble accessing your results online, please call FitnessAge on (702) 304 9905 or email service@fitnessage.com.

7. Explanation of Results
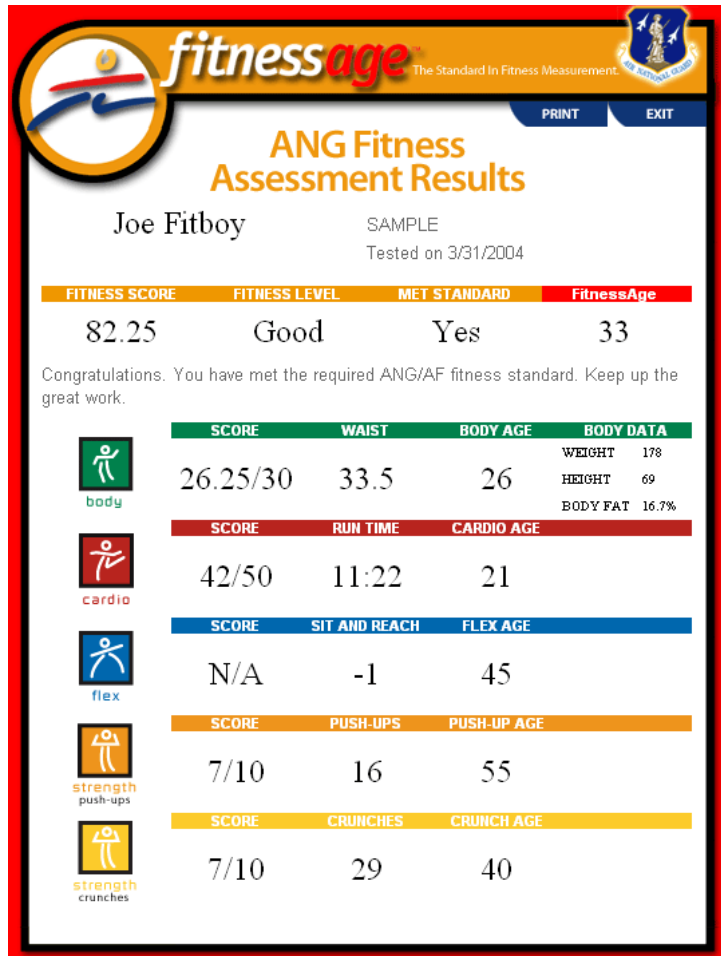
Your Fitness Score
Your Fitness Score is a tally of the points achieved from all the completed fitness assessments. This score is rated out of 100 and is the same scoring system used by the active duty.

Your Fitness Level
Based on your Fitness Score, you are rated as Excellent, Good, Marginal or Poor.

Minimum Standard Met
To meet the minimum fitness standard, you need a Fitness Score $\geq$ 70.

Your FitnessAge
Your FitnessAge tells you that you have the fitness level of an average person that age.

Fitness Category Info
Each fitness category includes the following:
- points awarded for that category and the total points possible for that category
- the result upon which the fitness score and FitnessAge is determined for that category
- the FitnessAge assigned for that category (eg. BodyAge, CardioAge etc).

The individual category ages make up the overall FitnessAge with the following weightings:

Body	28%
Cardio	30%
Flexibility	14%
Situps	14%
Pushups	14%

8. FIP Candidate Procedures

Those ANG Members that [insert new copy for Min Standards] are candidates for the ANG Fitness Improvement Program (FIP). A complete list of each current FIP candidate is available in the Unit Performance Report.

In accordance with the ANGI it is the responsibility of the UFPM to notify each ANG member who doesn't meet the minimum fitness standards of their entry into the FIP.

NGB 108 is to be given to each FIP candidate is available at angfitness.com in the Communications section, as directed in the ANGI 10-248.

9. Accessing Records & Reports

9.1 Wing Performance Report

Those with Wing Access (FPM, Wing Commander, Health Promotions Manager and Medical Liaison Officer) have access to the Wing Performance report for their wing which includes all aggregates and summaries in regard to the Wing's fitness and also includes shortcuts to each Unit Performance Report within the Wing.

9.2 Unit Performance Report

Those with Squadron Access (UFPM and Unit Commander) have access to the Unit Performance report for their unit which includes all aggregates and summaries in regard to the Unit's fitness and also includes shortcuts to the results of each member in that unit.

9.3 Viewing Individual Assessments

There are 2 ways to view the fitness assessment report for any member.

a) Launch the Performance Report for the unit the member is assigned to and then click on the members name which is hyper linked to their assessment results page.

b) In each of Squadron and Wing Access there is a channel titled "Find Individual and View Results where you can find any member by last name or SSN.